

STATE
COMPENSATION
INSURANCE
FUND

July 30, 2004

Dear Policyholder:

With the enactment of recent workers' compensation reform legislation, some of the forms affecting California workers' compensation claims have changed. Copies of these forms (*New Employee's Guide* brochure and Employee Posting Notice) are included with this letter for your reference.

In addition, the Division of Workers' Compensation has issued a Workers' Compensation Claim Form (DWC-1). A copy of the revised DWC-1 is included in this packet for your use. The law requires you to start using this form as of August 1, 2004. Please discard all earlier versions of the form that you may have on hand.

- Reminder: the law continues to require that an employer provide a claim form (DWC-1) to an employee within one (1) working day of notice or knowledge of a claim.
- Report all claims promptly. If you feel the claim is questionable, convey your concerns to State Fund when you file the claim. Information you provide may help the claims adjuster make a liability decision. State Fund's 24 Hour Claims Reporting Center is available to accept your injury reports 7 days a week, and can be reached toll free at 888-222-3211.
- Under the new workers' compensation reform laws, employers must authorize medical treatment within one (1) working day of the employee filing a DWC-1 with you. The provision of medical treatment is subject to treatment guidelines and will continue until:
 - The date that liability for the claim is denied; or
 - A maximum of \$10,000 has been reached. (If liability is accepted, the \$10,000 cap no longer applies.)
- Direct all medical care to a State Fund Coordinated Care provider. (Employers may select the treating physician for the first 30 days after the claim is reported unless the injured employee pre-designated his or her personal physician prior to injury.) To find a provider near you, go to www.scif.com and click on MEDfinder, or contact our Customer Services Center at 888-222-3211. You should also enter the provider's name and telephone number on the Posting Notice and post it in your workplace.

You may obtain additional copies of these forms by going online to www.scif.com and printing the amount you need, or by calling our Customer Service Center at 888-222-3211.